

ILLEGIB

ADMINISTRATIVE - INTERNAL USE ONLY  
Approved For Release 2005/07/28 : CIA-RDP92-00455R000100040004-7  
This Notice Expires 2 June 1983

OP NOTICE NO. 20-82-16

2 December 1982

OFFICE OF PERSONNEL NOTICE

SUBJECT: Rescission of Office of Personnel Memoranda

REFERENCE: OPM 20-31-50 dated 11 December 1981, Impact and  
Incumbency Allocations

The referenced OP Memorandum is no longer current and is rescinded effective with this Notice. Component Personnel Officers are advised to annotate their records accordingly.

✓ James N. Glerum  
Director of Personnel

STAT

OP NOTICE NO.

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Rescission of Office of Personnel Memoranda

REFERENCE: OPM 20-31-50 dated 11 December 1981, Impact and  
Incumbency Allocations

The referenced OP Memorandum is no longer current and is rescinded effective with this Notice. Component Personnel Officers are advised to annotate their records accordingly.

James N. Glerum  
Director of Personnel

Allen - No matter how you  
read this, it - establishes  
a 3 yr. limitation and no  
provision is made for requesting  
an extension. I think we  
are over-killing the  
subject. This is quite unlike  
a PRA situation, where  
some limitations should be  
monitored.

We made one mistake  
in releasing the earlier OPM.  
We made another in releasing  
this. Suggest we leave it alone!

I would pray over this one--

Leaning on the Incumbency  
allocation cases when to many it  
was understood to be OK until the  
incumbent left may not make D/Pers  
very popular and may force  
reassignments that are not in the  
best interests of management.

RDK

*Pugh*

OP MEMORANDUM NO.

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Impact and Incumbency Allocations

RESCISSION: OPM 20-31-50 dated 11 December 1982, same subject

1. The terms Impact Allocation and Incumbency Allocation are used on the official Staffing Complement to identify two specific situations as determined by the Position Management and Compensation Division (PMCD). These terms and guidelines covering their use are defined below.

2. An Impact Allocation designates a position which is encumbered by an employee who possesses unique qualifications and expert knowledge in a substantive field of work and thus brings an above normal added dimension to the position of a degree sufficient to warrant classifying it at a higher grade level during the tenure of that employee's assignment. Positions with an Impact Allocation designation remain at the higher grade level until vacated by the original incumbent.

3. An Incumbency Allocation designates a position which PMCD has evaluated at a lower grade than that of the present incumbent. In this case, the position retains the higher grade level, and is so reflected on the Staffing Complement, but reverts to the properly classified lower grade level when vacated by the present incumbent. In the interests of equity, efficiency, and cost, however, it is important that incumbency allocations be resolved within a reasonable period of time. Since such a designation is a management accommodation to avoid penalizing an employee for circumstances beyond his or her control, it is not meant to be a permanent arrangement.

4. To insure an orderly and timely review, the computer listing maintained by PMCD of all Agency positions designated as Incumbency Allocations will include an "expiration" date of three years from the date of the evaluation. To assist managers in resolving incumbency allocations, beginning 90 days prior to the expiration date, these positions will be included in the "Not To Exceed" (NTE) run distributed monthly to component Personnel Officers. A subsequent report to D/OP from components will be required indicating the action being planned or taken to resolve the incumbency allocations.

5. It is important that employees encumbering such positions be made aware of the circumstances of their assignment and the options outlined in paragraph six below, which are available to resolve the incumbency

allocations. Because of the adverse action procedure involved in one option, all employees whose positions are designated as Incumbency Allocations must be informed in writing by the Head of the Career Service of this action when it occurs and of the corrective courses of action available.

6. The following options are available to managers:

A. Reassignment of the employee to a position equivalent to or higher than his or her grade. This action should be taken at the earliest possible date but not later than three years after the position has been designated as an Incumbency Allocation.

B. Reduction of the employee's grade to the properly classified level of the position. While this is a difficult option for both managers and employees, it nevertheless is an appropriate one when it is known that a reassignment is unlikely because of either employee or organizational limitations. The Agency's Grade and Pay retention provisions as outlined in Office of Personnel Memorandum 20-31-49 would apply in such a situation. When reduction in grade is determined to be the appropriate action, managers are required to consult with the Chief, Special Activities Staff, OP at least one month before the proposed action is to be effected.

7. The use of Personal Rank Assignments (PRA) at the expiration of an Incumbency Allocation simply as a means of delaying appropriate management action which should have been taken during the three-year period, is not appropriate.

8. Further information regarding Impact and Incumbency Allocations may be obtained from PMCD, extension

STAT

James N. Glerum  
Director of Personnel

OPM

**Official Record Copy**  
**Office of Personnel**

OP MEMORANDUM NO. 20-31-50

11 December 1981

ATTACHMENT

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Impact and Incumbency Allocations

1. The terms Impact Allocation and Incumbency Allocation are used to identify on the official staffing complement two specific situations as determined by the Position Management and Compensation Division (PMCD). These terms along with the guidelines covering these two situations are defined below.

2. An Impact Allocation covers a position which is occupied by an incumbent who has unique qualifications and expert knowledge in a substantive field of work and who brings an added dimension to the position of a sufficient degree to warrant classifying it at a higher grade level during the tenure of that incumbent. Positions with an Impact Allocation designation will remain at the higher grade level until vacated by the original incumbent.

3. An Incumbency Allocation is assigned to a position which is reviewed by PMCD and evaluated as being overgraded, but the grade level of the present incumbent is higher than that of the evaluated grade. In this case, the position will revert to its properly classified grade level when vacated or after a period of two years from the time it is established as an Incumbency Allocation, whichever occurs first. The following guidelines apply to Incumbency Allocations:

a. When a position is designated as an Incumbency Allocation, managers should make every attempt to reassign the incumbent to another position which is equivalent to or higher than his/her grade level at the earliest possible date.

b. If an employee cannot be reassigned within the two-year period before the position is downgraded, management has two options. One is to place the employee in a Personal Rank Assignment (PRA) status, thereby acknowledging that the employee is reassignable within the near future. The career sub-group should be aware, however, of the negative impact on its Career Service Grade Authorization. The second option is to reduce the grade of the employee to the same grade level of the position through the use of Grade and Pay Retention provisions. This option should be exercised if it does not

OPM NO. 20-31-50

appear likely that the employee will be reassigned to another position at or above the employee's grade level. Because this latter option is considered to be an adverse action, managers are required to consult with the Chief, Special Activities Staff, Office of Personnel at least one month before the proposed action is to be effected.

c. Continuation of an employee beyond two years in a Personal Rank Assignment status will be considered in accordance with the current regulations governing PRAs. If a PRA extension is not granted, it will be necessary to reduce the grade of the employee to that of the evaluated position and place the employee in a Grade and Pay Retention status.

4. The Grade and Pay Retention concept is new to the Agency. The DDCI recently approved the Agency's adoption of this practice included in the Civil Service Reform Act of 1978. Grade Retention permits an employee to retain his/her present grade for a period of two years and to receive annual pay comparability increases and within-grade increases. After the two-year Grade Retention period has expired, an employee in the same position is placed in a Pay Retention status during which time he/she shall not receive more than 150 percent of the maximum rate of the pay of the lower grade. An employee in a Pay Retention status is entitled to 50 percent of the amount of each pay comparability increase for an indefinite period of time until his or her pay rate equals the maximum rate of the position classified at the lower grade level. For detailed guidance on using Grade and Pay Retention, see the Office of Personnel Memorandum on Salary Retention for General Schedule Employees.

5. All positions in either of these situations have previously been identified as Incumbency Allocations. Those positions that were previously designated as Incumbency Allocations will be redesignated as Impact Allocations if appropriate. Those that remain on the staffing complement as Incumbency Allocations will be downgraded two years from the date of this memorandum with resultant action taken as prescribed for in this memorandum.

[Redacted Signature Box]

James N. Glerum  
Director of Personnel

OPM 25-81

STAT



Date

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Jack/PA		NOV 1982
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

The final official word on OPM on Incumbency & Impact Allocations is: Rescind 20-31-50 ~~new~~ period.

I understand that FO was not fully aware that we were dealing with an OPM and thought it was an  just about due to expire -- thus the instruction to "leave it alone" (meaning let it die). In discussion with FO on Tuesday, 23 Nov, C/PMCD was advised to rescind the OPM. Please prepare the necessary OP Notice (or however we rescind our issuances without replacement) as we must get it off the books because we intend to take no action to resolve Incumbency Allocations. Suggest you retain these notes along with proposed ~~new~~ draft & other stuff I've attached for the record.

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

FROM: (Name, office symbol, room number, building, Agency/Post)	Room No.—Bldg.
C/P&PS 11/24/82	Phone No.

5041-102

**OPTIONAL FORM 41 (Rev. 7-76)**  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

\* GPO : 1981 O - 341-529 (120)

STAT

STAT

Approved For Release 2005/07/28 : CIA-RDP92-00455R000100040004-7

Date

TO: (Name, office symbol, room number,  
building, Agency/Post)

C/PMCD & C/PSS/PMCD

Date

1.

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

# REMARKS

George & Hy: per my discussion with Pete this AM, he's interpreting Bens note to mean "leave the system as it is" (i.e., put IAs on & do nothing further which is the way it's worked for years). I suggested that you-all need to know what they want on IAs, and if it just "leave it alone", and not clean up the act, then at the very least we must rescind last year's OPM & say nothing more.

Pete says this issue should be discussed at tomorrow's meeting with the front office.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

Approved For Release 2005/07/28 : CIA-RDP92-00455R000100040004-7

Prescribed by GSA  
FPMR (41 CFR) 101-11.206

STAT

STAT

STAT

Approved For Release 2005/07/28 : CIA-RDP92-00455R000100040004-7

Next 1 Page(s) In Document Exempt

Approved For Release 2005/07/28 : CIA-RDP92-00455R000100040004-7

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed OPM, Impact and Incumbency Allocations

FROM:

Chief, Policy and Programs Staff/OP  
1006 Ames

EXTENSION

NO.

D/Pers

82-903

DATE

16 November 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/PA&E  
1006 Ames

17 NOV 1982

2. EA/D/OP  
5E58 Hqs.

17 NOV 1982

3. DD/OP

4. D/OP - For Signature In Black Ink Please.

5.

6. DD/PA&E  
1006 Ames

7. Chief, P&PS  
1006 Ames

8. Chief, P&A  
1001 Ames

9.

10.

11.

12.

13.

14.

15.

Attached is a revised version of the OPM on Impact and Incumbency Allocations for your signature, if you approve it. Our discussion about the problems with the original version (copy attached) was held several months ago but it is only now that we have been able to produce a document that we, PMCD and R&P feel comfortable with. As you will recall, the original version, in effect, "penalized" the employee for an action taken to protect them in the first place. The revised version includes more complete information about the monitoring of Incumbency Allocations, reporting requirements, options, and procedures. It removes the automatic downgrade provision but adds an admonition about using PRAs inappropriately -- the latter point reflecting a concern we all have about that avenue allowing an easy escape from a hard decision. I should point out that Gene and I have a difference of opinion on the wording of the second sentence of paragraph 6B -- I see potential organizational limitations precluding reassignment of an employee (abolishment of a function, or transfer of a function but jobs at a lower grade, or reduction of a function or program, etc.) while Gene believes that these still amount to employee limitations. Neither of us is prepared to go to war over the issue and I bow to your "druthers."

PERSONNEL

17 June 1980

STAT

## POSITION CLASSIFICATION APPEALS PROCEDURE

Rescission: [ ] dated 28 April 1978

Reference: [ ]

1. This notice describes the Agency appeals procedure established to resolve disputed position classification findings. The Director of Personnel Policy, Planning, and Management (D/PPPM) is delegated the authority and has the responsibility to classify as to title, series, and grade all Agency General Schedule (GS-01 through GS-15) and prevailing rate positions.

2. In those instances where there is disagreement with the position classification findings of the Position Management and Compensation Division (PMCD/OPPPM), the component head may appeal in writing to the D/PPPM within 30 calendar days from receipt of the findings. The component head may request an extension of the 30-day limit from the D/PPPM, when additional time is required to submit a meaningful appeal. Such a request must specifically state how much additional time will be required.

3. The appeal should contain a specific rationale for disagreeing with the findings, such as:

- a. Statement of duties that may not have been considered in the evaluation process.
- b. Additional comments regarding the basic job factors; i.e., knowledge required, difficulty, scope, and effect.
- c. Comments concerning the position evaluation rationale such as application of standards or position comparison.
- d. Impact of the person on the position and its allocation.

4. The appeal review process will include a review of the component's appeal by PMCD to determine if the position has been correctly classified. If a change in the initial classification cannot be supported by PMCD, the D/PPPM will review the PMCD evaluation and the component appeal, and if further discussion is indicated, will hold a meeting with PMCD and the component to consider the appeal. Subsequently, the D/PPPM will render a decision in writing to the component chief.

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2005/07/28 : CIA-RDP92-00455R000100040004-7

STAT

17 June 1980

PERSONNEL

5. Where there is disagreement with the decision of the D/PPPM, the component head may refer the matter to the appropriate Deputy Director who, after review of the determinations, may meet with the D/PPPM in an attempt to resolve the disputed issues. If the D/PPPM and the Deputy Director cannot agree, the Deputy Director may submit an appeal in writing within 30 calendar days through the D/PPPM to the Deputy Director of Central Intelligence, whose decision will be final.



Frank C. Carlucci  
Acting Director of Central Intelligence

STAT

DISTRIBUTION: ALL EMPLOYEES (1-6)